



## AGENDA

### 1. OPEN MEETING

- A. Attendance (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

### 2. OLD BUSINESS

- A. Discuss any on-going issues (Brian D.)
- B. Remind employees to use near miss reporting procedures
- C. December safety theme: Slips, Trips, & Falls
- D. Previous trainings:  
No previous trainings due to the holidays
- E. Departments can request specialized training sessions by contacting Patrick Murphy - MEUW Safety Coordinator
- F. Chemical safety training sessions for Water and Wastewater will be scheduled in February, March, and April.
- G. Aurora's Employee Assistance Program (EAP) is a beneficial program available to employees. EAP has counselors available 24/7 for any employees seeking help. Ensure that all employees are aware of the program and its resources.

### 3. INCIDENT REPORTING

- A. Incident Report (Sally S./Dee Dee)
- B. Near Miss Report/Department Follow-up
- C. Recommendations/Actions/Root Cause

### 4. INSPECTION REPORTING

- A. Inspection Report (Patrick)
- B. Discussion on inspections/concerns
- C. Corrective Action

### 5. NEW BUSINESS

- A. Discussion/update on upcoming safety changes on 3rd floor at City Hall

- B. Discussion of 'Employee Access Only' signs and key fob entry for departments to enhance safety & security.
- C. Employee Identification Badges
- D. Monthly Safety Theme: February -

**6. FUTURE SAFETY TRAINING EVENTS/SESSIONS**

- A. Hazardous Communication Training:  
Wednesday, January 18th - 7:15am, 8:30am, and 12:45pm located in the City Hall Council Chambers. Trainings sessions are 1-hour and all employees are encouraged to attend.

**7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE**

- A. Next meeting tentatively scheduled for Thursday, February 9, 2023 at 8:15AM.

**8. ADJOURNMENT**

*Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.*

*It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*